

# CITY OF WEST LINN

## JOB DESCRIPTION

**Job Title:** CITY RECORDER /COUNCIL POLICY COORDINATOR

### General Functions:

Under the limited supervision of the Assistant City Manager/Communications Director, this position serves as the City records manager overseeing records management and assists with the development of agenda packet materials and policy items. May serve as election officer handling all aspects of City elections including preparing and distributing official notifications. Provides information to candidates and ensures compliance with all county and state rules, regulations and requirements. This position serves as a direct liaison with the City Council and is responsible for coordinating City policies for meetings and agendas and ensuring city-wide compliance with laws governing public meetings, records and elections.

### Duties and Responsibilities:

*(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)*

- 1) Contribute to a positive work environment.
- 2) Maintain a positive relationship with contacts specific to them and with persons outside the City organization.
- 3) Provide secretarial support to the City Manager and the Assistant City Manager.
- 4) Provide support and assistance to the city council as needed or directed by the City Manager and the Assistant City Manager.
- 5) Assists all City departments in the organization of ordinances, resolutions, minutes and council packets.
  - i) Oversees the preparation of meeting minutes.
  - ii) Acts in the capacity of "Custodian of Record" for ordinances, resolutions, administrative policies, meeting minutes and other legal documents.
  - iii) Update and maintain City website with video, agendas and minutes.
- 6) Assists all City departments in the posting of public notices and meetings.

## Council Policy Coordinator/City Recorder

### Job Description

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- i) Applies public meeting law for the scheduling of meetings and provides proper notice in accordance with the City Charter and applicable state law.
- 7) Serves as Oregon Notary Public and as designee to receive legal process service. May sign official city documents and maintains custody of the City Seal.
- 8) Provides staff and the public with general information about the City Charter, Ordinances, Resolutions and City Council agendas and other City activities. Responds to inquiries and may be requested to provide public records to citizens or other public agencies in compliance with Oregon Public Records Law.
- 9) Develop and maintain a records disaster plan.
- 10) Assists the City Manager in the administration of the election process.
  - i) Compiles election packets for City Council elections.
  - ii) Provides information to potential candidates regarding election deadlines and other general information needed to ensure compliance with election law.
  - iii) Provides election results/statistics.
  - iv) Prepares candidate certification for County.
  - v) Prepares paperwork for ballot measures (i.e. notice of election.)
  - vi) May drafts agenda bills and ballot measures working directly with Staff Attorney or City Attorney.
  - vii) May be responsible for codifying the municipal code.
- 11) Assists with annual recruitment and appointments to City Boards and Commissions.
  - i) Schedule City Council interviews of the Budget Committee and Planning Commission candidates.
  - ii) Track applicants; assist with follow-up (letters, confirming appointments, etc.)
- 12) Develops, maintains, and manages the schedule of Council policy items, including agenda and work session topics.
- 13) Supervises the Deputy City Recorder.
- 14) Provides guidance, training, and recommendations on technology tools used to communicate internally and externally about City affairs.

SPECIFICATIONS:

*(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of educations, training and experience may be considered)*

1) Job Preparation:

a) Education:

- i) The position requires a Bachelor's Degree, or equivalent experience, and five years of successful experience in a position of increasing responsibility related to office administration, election law, and records management.
- ii) Requires an advanced knowledge of personal computer software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, desktop publishing, web page editing, and data entry into custom databases and records management software.
- iii) Expert knowledge of business English composition, proof reading, spelling, punctuation, grammar and usage.

b) Training:

- i) The position also requires the ability and skill to communicate effectively with a wide variety of individuals.
- ii) The knowledge, skill and ability to interpret policies, contracts, laws and regulations are required.
- i) Requires understanding of Oregon Public Records Law and archival records management.
- ii) The knowledge, skill and ability to utilize word-processing, spreadsheet and database software.
- iii) Requires the knowledge, skill and ability to take a creative, innovative and analytical approach to technology and problem solving techniques.
- iv) Requires an understanding of management theories and principles.
- v) Knowledgeable of local, state and federal laws pertaining to land use, public records, elections, ethics, and record management/retention techniques.
- vi) Ability to make presentations to large groups.

2) Supervision:

Received: Work is performed independently with the Assistant City Manager/Communications Director providing general direction and indirect supervision.

Exercised: Provides supervision for the Deputy City Recorder.

3) Communication:

This position requires frequent communication with city staff, employees and the general public. Position may communicate with agencies and organizations outside the city organization.

The purpose of the contacts include providing and receiving information to a variety of individuals and committees, presenting information and requesting information from other organizations.

4) Cognitive Functions:

Supervision is indirect. Goals, projects and issues are discussed and assigned. The employee is responsible for developing and implementing a suitable approach.

Written guidelines and policies including state mandates are available. They are frequently general, in nature, and require significant interpretation.

5) Working Conditions:

Work occurs at the West Linn City Hall and at other offices from time-to-time. Work occurs during work hours with possibility of night meetings.

6) Resource Accountability:

This position may be responsible to arrange for facilities and procure supplies and/or food for various meetings or special events.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*